

## **BUDGET REVIEW SCHEDULE 2009-10**

Friday, November 14, 2008 – Budget package/forms sent to departments.

Wednesday, December 17, 2008 – Departments submit budget requests to Town Administrator/Finance Director. (Charter requires submission by January 14 of each year).

Week of January 5-9, 2009 – Departments meet with Town Administrator, Finance Director, First Selectman to review budget requests.

Tuesday, January 13, 2009 – Department revisions to original requests are due.

Thursday, January 22, 2009 – First Selectman submits budget request to Board of Selectmen. (Charter requires by February 10th).

Thursday January 29, 2009 – Board of Education transmits budget request to the Board of Selectmen. (Charter requires by February 3rd).

Tuesday, February 3, 2009, 7:30 p.m. – Board of Selectmen review First Selectman's budget request.

Wednesday, February 4, 2009, 7:30p.m. – Board of Selectmen review Board of Education Budget request.

Thursday, February 5, 2009, 7:30 p.m. – Board of Selectman review Board of Education budget request (if necessary). Board of Selectmen vote on and transmit First Selectman's and Board of Education budgets to Board of Finance. (Charter requires by February 25<sup>th</sup>). Board also nominates moderator for Annual Town Budget meeting.

Monday, February 23, 2009, 8:00 p.m. – Board of Finance reviews First Selectmen's budget request.

Tuesday, February 24, 2009, 8:00 p.m. – Board of Finance reviews First Selectmen's budget request (if necessary).

Wednesday, February 25, 2009, 8:00 p.m. – Board of Finance reviews Board of Education budget request.

Thursday, February 26, 2009, 8:00 p.m. – Board of Finance reviews Board of Education budget request (if necessary).

Thursday, March 19, 2009– Publish notice of public hearing on budget. (Charter requires 10 days prior to public hearing).

Tuesday, March 31, 2009, 8:00 p.m. – Board of Finance holds public hearing on budget request. Weston Middle School cafeteria (Charter requires at least two weeks prior to annual budget meeting).

Wednesday, April 1, 2009, time TBA – Additional public hearing on budget request. Weston Middle School cafeteria (if necessary).

Thursday, April 2, 2009, 8:00 p.m. – Board of Finance budget deliberation meeting.(if necessary)

Thursday, April 9, 2009 – Publish and post notice of Annual Town Budget meeting. (Charter requires at least five days prior to meeting).

Tuesday, April 21, 2009, 8:00 p.m. – Annual Town Budget meeting. (Charter requires by April 22) High School Auditorium.

Tuesday, April 21, 2009 – Board of Finance meets after Town meeting.